



FEDERAL LABOR RELATIONS AUTHORITY
CAREER OPPORTUNITY ANNOUNCEMENT
OPEN TO STATUS CANDIDATES AND
NON-STATUS CANDIDATES UNDER AGENCY
DELEGATED EXAMINING AUTHORITY

Announcement No: FLRA-02-15		Opening Date: 06/07/02 Closing Date: 06/21/02	Job Title, Pay Plan, Series and Grade: Information Technology Specialist (Policy/Planning and Security), GS-2210-15 (Agency title: Chief Information Officer)
Number of Vacancies: One	Promotion Potential: None	Salary Range: GS-15: \$92,060 - \$119,682 Salaries include 2002 locality rate for Washington, DC geographic area.	
Duty Station/Agency Component: Office of the Chairman, Washington, DC The FLRA headquarters office is conveniently located two blocks from the Metro Center subway station in Washington, DC. Metrobus and a number of commuter buses are similarly close by. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit programs include: alternative work schedules, transit subsidy, and free work-out facility.			
Who May Apply: Nationwide - US Citizens who meet the qualifications NOTE: If you are a candidate with a disability and need a reasonable accommodation for any part of the application and hiring process, please notify the FLRA. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.		Work Schedule/Type of Appointment: This position is permanent, full-time.	
DUE TO THE POSSIBLE DELAY IN THE MAIL SYSTEM , WE STRONGLY ENCOURAGE APPLICANTS TO SUBMIT APPLICATIONS BY FAX TO 202-482-6659 AS OF THE CLOSING DATE OF THIS ANNOUNCEMENT TO ENSURE TIMELY CONSIDERATION. Mailed and hand-carried applications must be received by 5:00 pm EST on the closing date.			

Major Duties: In this position you will:

gServe as Chairman of the FLRA Information Resource Management Governance Board, leading the development of the Agency's information technology strategic plan, including advising the FLRA Office of the Chairman on appropriate changes to performance goals, objectives, and performance measurements to guide individual and organizational efforts; to provide appropriate links with the agency's overall strategic planning and performance-based budgeting; and to provide efficient and effective use of agency resources, fiscal and otherwise, to achieve agency goals consistent with the FLRA mission.

gOversee the implementation of the agency-wide information technology strategic plan, and exercise executive management of information technology initiatives by exercising oversight of the functional execution and provisioning of information technology throughout the FLRA's various components and subcomponents.

gManage the information security environment of the FLRA. Determine compliance with regulations; review threats and vulnerabilities to assess risk; and determine effective measures to minimize such risks and identify resources to be protected.

gMaintain comprehensive knowledge of new developments in information systems and technology, including cyber security protection programs and policies in order to advise the FLRA Office of the Chairman on the best policies, practices, and standards for implementing national-level guidance.

gDevelop input for Agency-wide IT policy directives, including developing short- and long-range cyber security policies, objectives, and standards. Review audits and evaluations of computer security systems and programs; prepare draft management responses, as appropriate; and oversee follow-up actions, as needed.

gServe as focal point and policy authority for coordination with external organizations regarding cyber security matters. Serve on the FLRA's agency-wide Coordinating Committee on Emergency Preparedness to ensure broad linkages with agency-wide security matters.

The Agency is highly automated and currently uses Corel Word Perfect for word processing, the Microsoft Outlook electronic mail system, and Oracle for database management.

Conditions of Employment:

U.S. Citizen

Must meet any time-in-grade requirement by the closing date of the vacancy announcement

Suitability Investigation

Qualifications Required: Must have at least one year of specialized experience at or equivalent to the GS-14 level.

Specialized experience is work that demonstrates successful accomplishment of projects requiring knowledge and experience relating to developing, implementing, and evaluating a wide-range of information and telecommunications systems or managing the lifecycles of major IT projects and systems, including strategic and resource planning and performance management.

You must address each listed quality ranking factor as an attachment to your application. Your responses to these factors will be used to determine if you are among the best qualified. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration. If the factors are not separately addressed, the Agency has the option to exclude your incomplete application from consideration.

Desired Quality Ranking Factors (if you meet the minimum education and experience requirement, and the selective factor, if any, these desirable factors will be used to determine if you are among the best qualified):

1. Knowledge, experience, and understanding of the concepts, principles, and practices of information systems management and information technology project management fundamentals, including security information systems standards and methods and tools used for risk assessment of mitigation of risk to information systems and data.
2. Knowledge of E-Government aspects of *The President's Management Agenda*, Government Information Security Reform Act, The Government Paperwork Elimination Act, and other information technology-related major statutes and regulations.
3. Ability to communicate effectively, orally and in writing, complex issues and information to audiences such as the agency head, top-level officials, Congressional members, and staff assistants.
4. Ability to manage state-of-the-art information technology initiatives, including the ability to assess customer requirements for technology to develop, analyze, and recommend implementation of technological solutions.
5. Skill in information technology project management, including assessing the need for change or identifying problems; determining accuracy and relevance of information; using sound judgment to generate alternatives and make recommendations; developing a plan of action for accomplishing and implementing change; and readjusting priorities to respond to internal and external customer demands.

Special Remarks:

g Occasional travel nationwide

g Occasional overtime

g Position is non-bargaining unit, management official

g If you are applying for competitive service positions and are a compensable veteran or person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis. Proof of eligibility for special consideration is required.

g If you are a competitive service employee eligible for priority consideration under CTAP or ICTAP, clearly annotate your resume and submit proof that you meet the requirements of Title 5 C.F.R. 330. If you are determined to be well qualified, that is, you possess knowledge, skills, and abilities which clearly exceed the minimum qualifications requirements for the position, you will be afforded priority consideration.

g Relocation expenses will not be paid.

g New competitive service employees on non time-limited appointments must serve a one-year probationary period.

g The position is being announced under both merit promotion procedures (open to status candidates only) and open competitive procedures under delegated examining authority (DEU - for non-status candidates, as well as status candidates). Federal status candidates who wish to be considered under both procedures must submit TWO complete applications. If a status candidate is selected from a DEU certificate, he or she must serve a new probationary period. If a status candidate submits only one application and does not specify under which procedure he or she wishes to be considered, the application will be considered under merit promotion procedures only.

Agency Mission: The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The Authority is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by agency Regional Directors in disputes over union elections and unit determinations. The Office of the General Counsel is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The Federal Service Impasses Panel provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

Employee Programs and Benefits: As an employee-oriented Agency, FLRA offers options in flexible work schedules such as working a regular fixed schedule, a compressed work schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. Employees may earn a variety of monetary and non-monetary awards. Frequent travelers may participate in a travel gainshare pilot July 1, 2001-December 2002. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employee's Retirement system permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

How To Apply: So that we can fully consider your application, submit your resume with the information described on the attached Application/Resume Checklist, so that the information is received either by fax at (202) 482-6659, or at the following address by 5:00 p.m. Eastern Standard Time on the closing date: Federal Labor Relations Authority, Human Resources Division, 607 14th Street, NW, Suite 430, Washington, DC 20005.

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. There is a statutory prohibition against using Government-franked envelopes to mail applications.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

An announcement will be placed on FLRA's web page once selection is made. Please note that the selection process may take up to 120 days.

DEFINITIONS:

Competitive vs. Excepted Service. Competitive service positions are civilian positions in the executive branch of the Government which require some form of examination - either a written test, or a ranking of qualifications against prescribed knowledge and skill criteria. The excepted service includes all civilian positions in the executive branch which are specifically excepted from the competitive service by law, Executive order, or regulation, and includes student positions, those of a confidential or policy-determining character, and those for which it is not practicable to examine against a qualification requirement.

Competitive Status vs. Non-Status Candidates. Federal employees acquire competitive status by completion of a probationary period under a career-conditional or career appointment in the competitive service. Non-status candidates are applicants who have never served in a competitive status position in the Federal service.

Salary Range. Candidates with no prior Federal service generally are selected at the minimum pay rate of the grade for which selected. However, occasionally a candidate possesses superior academic or experience qualifications and may be hired above the entry level salary. The Human Resources Division must determine salary prior to extending a final offer of selection .

Promotion Potential. The target grade the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

Selective Factor vs Quality Ranking Factors. A selective factor is a knowledge or skill an applicant must have in order to perform the job requirements satisfactorily. Applicants must possess a stated selective factor in order to be rated at least minimally qualified for the job. Quality Ranking Factors are knowledge, skills or abilities which would enhance an applicant's ability to succeed on the job. These factors are used to rank applicants' quality of education and experience.

Trial and Probationary Periods. Applicants selected for excepted service permanent positions serve a two-year trial period if they are non-veterans' preference eligibles, and a one-year period if they are a veterans' preference eligible. Applicants selected for a career or career-conditional appointment serve a one-year probationary period. During these trial and probationary periods, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.
Failure to submit this information may result in non-consideration for the position.*

Job Information

- C Vacancy number, position title and grades(s)

Personal Information

- C Full name, mailing address (with zip code), phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Highest Federal civilian job held, if any (include title, job series, and dates held)

Education

- C High school (name, city, state and zip code); date of diploma or GED
- C Colleges or universities (name, city, state, and zip code); Majors
- C Type and year of degrees received (if no degree, show semester/quarter hours).
- C Transcripts if applying for entry level Attorney, Law Clerk, or Outstanding Scholar position.

Work Experience

- C Title (and series/grade if Federal job)
- C Duties (for each paid and non-paid work experience related to the vacancy)
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and year)
- C Hours per week, and beginning and ending salary
- C Indicate if we may contact current supervisor

Other Qualifications

- C Training (title, hours, year)
- C Special skills (e.g., computer software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar membership; CPA)
- C Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking).

Selective Factors and Desirable Knowledge,

Skills, Abilities Factors

You must address each listed selective and desirable factor on a separate document as an attachment to your application.

Race and National Origin Questionnaire

You are requested to complete the attached "Race and National Origin Background Questionnaire."

Performance Appraisal

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

Veterans' Preference DD-214

If you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

Disability Status

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

ICTAP or CTAP Eligibility

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof

United States
Federal Labor Relations Authority
Background Survey Questionnaire 79-2

Form Approved OMB No. 50-RO-616

GENERAL INSTRUCTIONS	PRIVACY ACT INFORMATION
<p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability.</p> <hr/> <p>Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p style="font-size: 1.2em;">Name (Last, First, MI)</p> <hr/> <p style="font-size: 1.2em;">Position for which you are applying</p> <hr/> <p style="font-size: 1.2em;">Date (Month, Day, Year)</p> <hr/> <p style="font-size: 1.2em;">1. Social Security Number</p> <p style="font-size: 1.2em;">2. Year of Birth</p> <hr/> <p style="font-size: 1.2em;">3. Do you have any physical disability?</p>	<p style="text-align: center;">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;">AUTHORITY</p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;">PURPOSE AND ROUTINE USES</p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;">EFFECTS OF NONDISCLOSURE</p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;">INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)</p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>

4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

- | | |
|---|--|
| 01 - Private Information Service | 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement) |
| 02 - Newspaper | 10 - Agency or Other Federal Government Recruitment at School or College |
| 03 - Magazine | 11 - Federal, State or Local Job Information Center |
| 04 - Radio | 12 - Religious Organization |
| 05 - TV | 13 - School or College Counselor or Other Official |
| 06 - Poster | 14 - Friend or Relative Working for Agency |
| 07 - Private Employment Office | 15 - Friend or Relative Not Working for Agency |
| 08 - State Employment Office
(Unemployment Office) | 16 - Other (Specify) _____ |

5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY: Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

RACE: American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. Asian or Pacific Islander -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black or African American -- A person having origins in any of the original peoples of Africa. White -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race	B. Sex	C. Ethnicity
1. American Indian or Alaskan Native	1. Male	1. Hispanic Origin
2. Asian or Pacific Islander	2. Female	2. Not of Hispanic Origin
3. Black or African American		
4. White		
5. Other (Specify) _____		

